

## **Job Opportunity Town Clerk's Office**

### **Deputy Town Clerk:**

The Town of New Boston is currently accepting applications for a part-time, Deputy Town Clerk. Skill in use of a personal computer, office practices and procedures, record maintenance, ability to deal with the public in a professional manner. Ability to plan, organize and work independently. The successful candidate will be trained to be responsible for keeping motor vehicle records, vital statistics, election, and motor vehicle law. The Deputy will also serve as an election official. Click here for the [job description](#).

The Deputy Town Clerk position functions in accordance with state statutory and constitutional requirements.

Job requirements include that the candidate must be a resident of New Boston, commissioned as or willing to be commissioned as a Justice of the Peace and/or Notary Public. Certification provided by the New Hampshire Department of Motor Vehicles to use the state computer program. Education Requirement: High School Diploma or GED is required.

The successful candidate must have the ability to be flexible with hours. Schedule includes Election Days, along with assistance in preparing for elections. Should also be available to cover for vacations or illnesses.

Send [Employment Application](#), resume and cover letter to: Kim Colbert, PO Box 250, New Boston NH 03070 or via e-mail [k.colbert@newbostonnh.gov](mailto:k.colbert@newbostonnh.gov)

Posting will be open until filled.